

374012/19/05

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE:** **UTILITIES WATER SUPERINTENDENT**

**DEFINITION**

Under direction, to plan, coordinate, supervise and review the activities involved in either the construction, operation or maintenance and repair of water system facilities; to provide technical staff assistance; and to do related work as required.

**REPORTS TO:** Public Utilities Assistant Director/Water

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Public Utilities Assistant Director/Water. Exercises general supervision over professionals, para-professionals, technical and administrative support staff as assigned.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Assist in the development and implementation of goals, objectives, policies, and priorities.
- Organize, schedule, assign, supervise and coordinate directly and through subordinate supervisors the construction, maintenance and repair, and operation of the domestic water and irrigation systems.
- Participate in conferences with engineers, contractors, and other utilities, and City staff regarding projects and project problems.
- Review project plans and drawings with crew supervisors, making change recommendations based on field observation and operational problems.
- Inspect field projects in process and upon completion; provide technical advice and assistance on difficult work problems; evaluate work methods and procedures used in field operations, recommending improvements.
- Supervise the maintenance of time, material and equipment use records.
- Requisition supplies and materials.
- Recommend the purchase of equipment and assist in the development of specifications.
- Receive, investigate and dispose of complaints.
- Check water system facilities for needed maintenance and repair.
- Assist in budget preparation and administration.
- Prepare cost estimates for water system construction operation and maintenance activities.
- Select, supervise, train and evaluate subordinates.

**QUALIFICATIONS**

**Knowledge of:**

- Methods, practices, materials and equipment used in the construction, operation and/or maintenance and repair of water systems.
- Location and general characteristics of the water system.
- Occupational hazards and standard safety precautions necessary in the work.
- Water treatment techniques.
- Use of telemetry and computer operations in water pumping, storage and distribution.
- Principles and practices of civil engineering as applied to water system construction, operation, maintenance and repair.
- Principles of organization, administration budget and personnel management.

**Ability to:**

- Plan and direct the activities of a large number of supervisory, skilled, semi-skilled and unskilled personnel.
- Work procedures and project priorities in a manner most conducive to the efficient operation of the water system.
- Understand and interpret engineering plans and work orders and to develop estimates therefrom.
- Prepare reports and maintain record systems.
- Work under emergency conditions and respond to calls any time during a 24-hour period.
- Select, supervise, train and evaluate subordinates.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: Three years' supervisory experience in the construction and/or maintenance and repair of water distribution systems or the operation and maintenance of water pumping, treatment and storage facilities and equipment.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of, or ability to obtain, an appropriate, valid class "C" California Motor Vehicle Operator's License.

Possession of a valid Water Treatment Facility Operator's Certificate (T1) issued by the California State Department of Health Services.

Possession of a valid Water Distribution Certificate (D 3) issued by the California State Department of Health Services.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Utilities Water Superintendent

**TO:**